COLUMBIA GORGE REGIONAL AIRPORT

PO Box 285 • Dallesport • Washington •98617-0285
• Airport Management • 509-767-2272
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Agenda for the
MEETING OF THE AIRPORT BOARD
OF THE
COLUMBIA GORGE REGIONAL AIRPORT

(Established cooperatively between the City of The Dalles, Oregon and Klickitat County, Washington)
Friday September 20, 2019 @ 7:00am
Meeting to be held at the Airport Terminal in Dallesport, WA

I. Roll Call

II. Approval of Agenda

III. Approval of Minutes

A. Regular Board Meeting Minutes of August 16, 2019

IV. Public Comments (Items not on the Agenda)

V. Board Member Reports

VI. Action Items

A. **None**

VII. Discussion Items

A. Hangar Lease Rate Schedule

B. Budget Report / Check Register

VIII. Management Report

A. Apron Project Update

B. Water System

IX. Adjournment

Next meeting: October 18, 2019

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MINUTES
COLUMBIA GORGE REGIONAL AIRPORT MEETING
16 August, 2019

PRESIDING: President Jim Wilcox

BOARD PRESENT: Norm Deo (late), Russ Brown, Dave Griffith, Tim Urness, Dave Sauter, Terry Trapp

BOARD ABSENT:

STAFF PRESENT: Airport Manager Aryn Rasmussen, FBO Manager Jeff Renard

CALL TO ORDER

The meeting was called to order at 7:02 am.

ROLL CALL

Roll call was conducted by Airport Manager, all Board Members present (Norm Deo arrived late).

APPROVAL OF AGENDA

No corrections to agenda, approved by unanimous consent.

APPROVAL OF MINUTES

No corrections to minutes, approved by unanimous consent.

PUBLIC COMMENTS

No public comments.

BOARD MEMBER REPORTS

Tim Urness reported that the Drag Race held on the closed runway as part of The Dalles Neon Nights was very successful. There were 1200-1800 spectators, 68 competitors and no accidents. There was great local participation for the event. Tim also thanked Chuck Covert and Dave Re for their help getting the course set up before and during the event.

ACTION ITEMS

Roseland Project – Condition Deadlines:
Aryn reviewed the staff report, no new developments since the last board meeting.
Linda Rose was present and read a statement, see attached.
Jim informed the board that he did speak with Linda the previous day about her statement and to his knowledge no one from the airport board has been in discussion with the private property owner or KYDO. Tim stated his only contact was at the last board meeting and Russ and Dave S. confirmed they have had no contact.
Aryn commented that the airport has no type of exclusive agreement with the Roseland Group and has honored their work from 10 years ago by agreeing to the 90 day conditions before talking with any other parties or going out for public comments.
The board discussed that the RFP process would not preclude the Roselands from submitting their proposal and that heir are still projects the airport needs to complete before a project could feasibly being anyways. Dave S. stated we don't have anything exclusive with the Roseland Group, but there is no hurry to rush the RFP process and the board should move deliberately.
Matthew informed the board the city attorney Gene Parker was available by phone if needed.
The board discussed other pressing projects that need to be completed at the airport and no interest in talking with any party outside of the RFP process.
Terry moved to cease exclusive negotiations with Roseland property Group for development of airport property. Russ seconded. Motion passed unanimously, all board members present.

DISCUSSION ITEMS

Master Plan/RFP Process -

Aryn reviewed the staff report and explained the master plan process with the FAA. She also reviewed the 5-year Capital Improvement Plan developed with approval from the FAA and Oregon Department of Transportation. Aryn explained the current CIP includes construction of the North Apron, design and construction of the South Apron, and a new Master Plan. Aryn also explained how an RFP process could be used in conjunction or separate from the master plan process to facilitate private development at the airport.
The board discussed the necessity of finding a solution to develop a larger fuel island as a top priority. Aryn will add a discussion item to the next board meeting to identify ideas for future development.

Water District Agreements -

Aryn commented that she had sent out copies of the 2011 and 2012 water agreements to the board members following the July board meeting. She also mentioned the airport still had options to sell/lease water from the remaining 54% of the water rights retained by the airport.

The board discussed the necessity of being able to access the water before it entered the DWD water system.

WJ Morris commissioner for the DWD introduced Scott Dixon the new water manager.

A committee comprised of Russ, Norm, Tim, Aryn and Scott Dixon will meet to look at engineer bids for the design of the new terminal water system.

Budget/Check Register –

No comments, Aryn will send a copy of the check register to the board members.

MANAGEMENT REPORT

Apron Project – Funding/Timeline

Aryn updated the board that the FAA granted CGRA additional funding to complete the base bid for the apron rehabilitation project. She is waiting to receive the official grant package in the next few days. She is talking with PAE about the timeline for completing the project due to the later start date and concerns about weather later in the fall.

CGCC – Training Hangar

Dan Spatz from CGCC updated the board that the college has decided to pursue a training program in aviation maintenance as part of their skills center. CGCC is working with the FAA and CGRA to determine what facilities would be required at the airport and what could be accomplished at the skills center. The college and airport are both very excited about the partnership.

Denny Newell from Klickitat County Economic Development commented that the expectation for the business park is that it would create jobs. Development should be focused on private over public entities.

NEXT MEETING

The next meeting will be 20 September 2019 at 7:00 am.

ADJOURMENTS

Having no further business, the meeting was adjourned at 8:39 am.

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AGENDA STAFF REPORT

AGENDA LOCATION: CGRA Terminal

MEETING DATE: 20 September 2019

TO: AIRPORT BOARD

FROM: AIRPORT MANAGER

ISSUE: Hangar Lease Uniform Rate Schedule

BACKGROUND: CGRA currently has tenants leasing hangar space in a variety of buildings offering different amenities. Tenants are currently paying rates from $190.00/month up to $600.00/month based on hangar type and door size. The airport currently generates approximately $180,000 annually on hangar leases, of that amount approximately $87,000 goes towards debt service and $93,000 towards the operating budget. Starting in September 2019 all hangar tenants will be converted to a standardized lease (attached). Section 2.2 states that at the beginning of each fiscal year, the airport board will adjust rates based on fair market value.

> The Hangar Lease between Landlord and Tenant contains a "Uniform Rate Structure", as described below. In conformance of this structure the rent shall be reestablished on July 1 of every calendar year to conform with the Airport's Uniform Rate Structure, as established by the Regional Airport Board. The Uniform Rate Structure shall be established after consideration of the Airport's costs and needs for operation, inflation, taxes, the fair market value of the leased premises and the demand for hangar space at the Airport. The term "fair market rental value" means the most probable lease rate in terms of money which the Premises, including those improvements thereon owned or extended by Landlord, would bring if exposed for lease on the open market, with a reasonable time allowed to find a tenant, leased with full knowledge of the highest and best use of which the Premises could be put consistent with the then most current Airport Master Plan, County and City Comprehensive Plans, and Federal Aviation Administration (FAA) regulations.

BUDGET IMPLICATIONS: Hangar rental is critical for the airport to generate revenue to pay off outstanding debt and for the operating budget. Maintaining rental prices that are at fair market value is important for the airport's continued growth.

ITEMS FOR CONSIDERATION: What is the current fair market value for hangar space? What is a reasonable annual rate increase? How to grandfather/integrate long term tenants? Does demand for hangar space affect rates? What percentage of the debt/operating budget should hangar revenue cover?

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	BEGINNING BALANCE					
061-0000-300.00-0	BEGINNING BALANCE	.00	.00	343,666.00	343,666.00	.0
	TOTAL BEGINNING BALANCE	.00	.00	343,666.00	343,666.00	.0
	INTERGOVERNMENTAL REVENUE					
061-0000-330.00-0	INTERGOVERNMENTAL REVENUE	.00	32,500.00	65,000.00	32,500.00	50.0
061-0000-330.10-0	OTHER WA	11,144.46	11,144.46	.00	(11,144.46)	.0
061-0000-330.15-0	OTHER OR	.00	.00	100,000.00	100,000.00	.0
	TOTAL INTERGOVERNMENTAL REVENUE	11,144.46	43,644.46	165,000.00	121,355.54	26.5
	FEDERAL REVENUES					
061-0000-331.20-0	FEDERAL GRANTS-FAA	196,372.33	196,372.33	1,800,000.00	1,603,627.67	10.9
061-0000-331.90-0	FEDERAL GRANTS-MISC	.00	.00	.00	.00	.0
	TOTAL FEDERAL REVENUES	196,372.33	196,372.33	1,800,000.00	1,603,627.67	10.9
	STATE GRANTS					
061-0000-334.80-0	WASHINGTON STATE GRANTS	.00	.00	.00	.00	.0
061-0000-334.90-0	STATE GRANTS, OTHER	.00	.00	150,000.00	150,000.00	.0
	TOTAL STATE GRANTS	.00	.00	150,000.00	150,000.00	.0
	GENERAL GOVERNMENT					
061-0000-341.90-0	MISC SALES AND SERVICES	.00	.00	2,500.00	2,500.00	.0
	TOTAL GENERAL GOVERNMENT	.00	.00	2,500.00	2,500.00	.0
	AVIATION FUEL SALES					
061-0000-347.00-0	AVIATION FUEL SALES	1,297.98	1,297.98	11,500.00	10,202.02	11.3
	TOTAL AVIATION FUEL SALES	1,297.98	1,297.98	11,500.00	10,202.02	11.3
	INTEREST REVENUES					
061-0000-361.00-0	INTEREST REVENUES	549.00	1,303.09	8,345.00	7,041.91	15.6
	TOTAL INTEREST REVENUES	549.00	1,303.09	8,345.00	7,041.91	15.6

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

AIRPORT DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	BEGINNING BALANCE					
062-0000-300.00-0	BEGINNING BALANCE	.00	.00	63,197.00	63,197.00	.0
	TOTAL BEGINNING BALANCE	.00	.00	63,197.00	63,197.00	.0
	INTEREST REVENUES					
062-0000-361.00-0	INTEREST REVENUES	177.64	177.92	9,800.00	9,622.08	1.8
	TOTAL INTEREST REVENUES	177.64	177.92	9,800.00	9,622.08	1.8
	RENTAL REVENUES					
062-0000-363.50-0	PROPERTY RENTALS	16,535.00	33,070.00	168,253.00	135,183.00	19.7
	TOTAL RENTAL REVENUES	16,535.00	33,070.00	168,253.00	135,183.00	19.7
	SOURCE 391					
062-0000-391.61-0	TRANSFER FROM AIRPORT FUND	.00	.00	.00	.00	.0
	TOTAL SOURCE 391	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	16,712.64	33,247.92	241,250.00	208,002.08	13.8

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

AIRPORT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	AIRPORT					
061-6100-000.31-10	CONTRACTUAL SERVICES	20.00	40.00	1,200.00	1,160.00	3.3
061-6100-000.31-90	CONTRACTUAL SERV-OTHER	.00	9,795.00	117,534.00	107,739.00	8.3
061-6100-000.32-10	AUDITING SERVICES	.00	.00	6,050.00	6,050.00	.0
061-6100-000.34-10	ENGINEERING SERVICES	.00	.00	1,000.00	1,000.00	.0
061-6100-000.41-10	WATER & SEWER	.00	.00	9,300.00	9,300.00	.0
061-6100-000.41-20	GARBAGE SERVICES	.00	.00	250.00	250.00	.0
061-6100-000.41-40	ELECTRICITY	715.63	715.63	10,000.00	9,284.37	7.2
061-6100-000.43-10	BUILDINGS AND GROUNDS	122.20	1,061.44	20,000.00	18,938.56	5.3
061-6100-000.43-45	JOINT USE OF LABOR/EQUIP	.00	.00	1,000.00	1,000.00	.0
061-6100-000.43-50	VEHICLES	.00	.00	6,500.00	6,500.00	.0
061-6100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	286.45	455.79	2,200.00	1,744.21	20.7
061-6100-000.46-10	PROPERTY TAXES	.00	.00	13,000.00	13,000.00	.0
061-6100-000.52-10	LIABILITY	.00	9,684.00	9,500.00	(184.00)	101.9
061-6100-000.52-30	PROPERTY	.00	11,255.75	13,000.00	1,744.25	86.6
061-6100-000.53-20	POSTAGE	53.00	53.00	300.00	247.00	17.7
061-6100-000.53-30	TELEPHONE	.00	284.94	1,800.00	1,515.06	15.8
061-6100-000.53-40	LEGAL NOTICES	.00	.00	250.00	250.00	.0
061-6100-000.54-00	ADVERTISING	.00	.00	10,000.00	10,000.00	.0
061-6100-000.57-00	PERMITS	.00	.00	1,000.00	1,000.00	.0
061-6100-000.58-10	TRAVEL, FOOD & LODGING	.00	.00	2,000.00	2,000.00	.0
061-6100-000.58-50	TRAINING AND CONFERENCES	.00	.00	1,800.00	1,800.00	.0
061-6100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	.00	.00	500.00	500.00	.0
061-6100-000.60-10	OFFICE SUPPLIES	.00	.00	750.00	750.00	.0
061-6100-000.69-50	MISCELLANEOUS EXPENSES	.00	.05	1,000.00	999.95	.0
061-6100-000.69-60	ASSETS < $5000	.00	.00	4,500.00	4,500.00	.0
061-6100-000.72-20	BUILDINGS	.00	.00	100,000.00	100,000.00	.0
061-6100-000.72-30	BUILDINGS - HANGER	.00	.00	.00	.00	.0
061-6100-000.73-30	IMPRVMTS OTHER THAN BLDGS	15,740.00	15,740.00	1,958,745.00	1,943,005.00	.8
061-6100-000.74-10	MACHINERY	.00	.00	.00	.00	.0
061-6100-000.78-50	FIXED ASSET RECLASS ACCT	.00	.00	.00	.00	.0
	TOTAL AIRPORT	16,937.28	49,085.60	2,293,179.00	2,244,093.40	2.1
	AIRPORT					
061-9500-000.81-62	TO AIRPORT DEBT SERVICE	.00	.00	.00	.00	.0
061-9500-000.88-00	CONTINGENCY	.00	.00	435,970.00	435,970.00	.0
	TOTAL AIRPORT	.00	.00	435,970.00	435,970.00	.0
	TOTAL FUND EXPENDITURES	16,937.28	49,085.60	2,729,149.00	2,680,063.40	1.8

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

AIRPORT DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEBT SERVICE					
062-6100-000.79-15	BOND PRINCIPAL	.00	.00	80,000.00	80,000.00	.0
062-6100-000.79-25	BOND INTEREST	.00	.00	73,550.00	73,550.00	.0
062-6100-000.79-50	LOAN PRINCIPAL PAYMENTS	.00	.00	25,000.00	25,000.00	.0
062-6100-000.79-55	PRIN PMTS - K CO CERB LN	.00	25,000.00	25,000.00	.00	100.0
062-6100-000.79-60	LOAN INTEREST PAYMENTS	.00	.00	2,200.00	2,200.00	.0
062-6100-000.79-65	INT PMTS - K CO CERB LN	.00	6,000.00	6,000.00	.00	100.0
062-6100-000.79-66	INT PMTS - K CO FY13/14	.00	.00	.00	.00	.0
062-6100-000.79-80	RESERVE FOR FUTURE DEBT	.00	.00	29,500.00	29,500.00	.0
	TOTAL DEBT SERVICE	.00	31,000.00	241,250.00	210,250.00	12.9
	TOTAL FUND EXPENDITURES	.00	31,000.00	241,250.00	210,250.00	12.9